

USAG FSH POLICY STATEMENT NUMBER 58

SUBJECT: Civilian Equal Employment Opportunity (EEO) Program

PROPONENT: Human Relations/Equal Employment Opportunity Office

1. This command is firmly committed to furthering the Army's Equal Employment Opportunity (EEO) program in accordance with Federal law and government-wide regulations which prohibit illegal discrimination based on race, color, religion, national origin, age (40+), gender (to include sexual harassment), physical and mental disability and reprisal (prior involvement in protected EEO activity).
2. EEO is an inseparable part of sound leadership and will be practiced by all leaders. EEO principles will be considered in all leadership decisions by effectively supporting the EEO Program and Affirmative Employment Program Plan. It is not just a legal and regulatory requirement but also a further endorsement of Army values. These programs will be inculcated into our corporate culture. The first step toward implementation is identifying EEO objectives as part of each key leader's performance standards.
3. Just as important Commanders, managers and supervisors must not tolerate any form of reprisal against those who exercise their rights under EEO. All U.S. civilian employees, former employees and applicants are entitled to a process that ensures all actions are based solely upon merit, accountability and fair treatment. The EEO Complaints Program is an administrative process that offers traditional counseling and mediation.
4. Recognizing those that demonstrate and practice daily the promoting of Special Emphasis Programs, employment opportunities and who meaningfully focus on identifying disparities among women, minorities, individuals with disabilities and disabled veterans is equally important.

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5. I fully support your personal commitment in helping make this objective a reality. Together with our EEO professionals we can attain a higher standard of readiness by sharing resources and information. A copy of this policy statement will be permanently posted on all official bulletin boards.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ, USAG FSH

USAG FSH POLICY STATEMENT NUMBER 59

SUBJECT: Requests for the Closure of Garrison Offices for Training Holidays and Other Non-Operational Days

PROPONENT: Garrison Command Group

1. This policy provides guidance to all USAG subordinate commands, directorates, and special staff sections, on the proper procedures to follow when closing operations due to Training Holidays, Organization Days, and all other non-operational days, as necessary.

2. The following steps will be followed when requesting permission to close Garrison Office operations:

a. E-mail Request: One month prior to the proposed closure of a Garrison Office, the USAG Subordinate Commander, Director, and Special Staff Chief (or designated representative) will email their request to the Garrison Commander (or Deputy, if the Commander is not available) for approval. The following will be provided in the email.

(1) Date of office closure (or time frame if partial day closing is anticipated).

(2) Reason for office closure (Training Holiday, Organization Day, and other planned non-operational day closings).

(3) Point of contact name and phone number, in the event of an emergency.

b. Notification of Closure to Staff and Public: One month prior to planned office closure, Garrison Subordinate Commanders, Directors, and Special Staff Chiefs (or their designated representative) will ensure proper notification to Garrison Staff and customers that they plan to close operations on a specific day or time.

(1) Announcement should be published in the News Leader and on Admin Info for the widest dissemination and customer planning purposes. (NOTE: Deadline for News Leader publication is NLT noon on Mondays.)

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(2) Planned office closing will be annotated in the USAG Weekly Issues Report which is due to the Garrison Command Group by 1100, each Tuesday.

c. If closure of office is unexpected, Garrison Subordinate Commanders, Directors, and Special Staff Chiefs (or their designated representative) will phone the Garrison Command Group to inform of the need to close operations.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ, USAG FSH